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ECONOMIC COMMISSION FOR EUROPE

Committee on the Development of Trade

Group of Experts on the Simplification and Standardization of External Trade Documents

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

Trade and Development Board

Advisory Services on Trade Documentation

TRADE DOCUMENTATION INFORMATION

ISO RECOMMENDATIONS ON THE WRITING OF DATES AND NUMBERING OF WEEKS

(Note by the Inter-regional adviser on Trade Documentation)

1. In January 1971 two ISO Recommendations were adopted, ISO/R 2014-1971 "Writing of Calendar Dates in All-Numeric Form" and ISO/R 2015-1971 "Numbering of Weeks". In the introductions to these Recommendations it is stated that, in all forms of international traffic and exchange, dates must be clearly designated and able to be compared without any ambiguity. Delivery dates in purchasing contracts, transport plans and similar documents are frequently designated by referring to a certain week numbers. Since methods of numbering the week of the year vary from country to country it is very important to use a uniform numbering of weeks for international trade and the industrial planning of international companies.

2. As regards writing of calendar dates in all-numeric form, confusion often arises from misinterpretation of the significance of the numerals in a date written with numerals only; similar confusion does not arise when a month is spelled out, either in full or in abbreviated form.

3. The occasions on which an all-numeric date might be used have been examined and the advantages of the descending order, year - month - day, have been found to outweigh those for the ascending order, day - month - year, established in many parts of the world.

4. The advantages of this descending order include the following in particular :

- the ease with which the whole date may be treated as a single numeral for the purpose of filing and classification (e.g. for insurance or social security systems);
- arithmetic calculation, particularly in some computer uses;
- the possibility of continuing the order by adding digits for hour - minute - second.

5. ISO/R 2014-1971 specifies the writing of dates of the Gregorian calendar and should be applied whenever a calendar date containing the elements year, month, day is written in all-numeric form. An all-numeric date should be expressed exclusively in arabic numerals, i.e. by using only the decimal digits 0, 1, 2, 3.....9 and, if required, a hyphen as the separator.

6. As examples of the implementation of this Recommendation, the 1st July 1971 should be written in one of the following ways :

(a) 19710701
(b) 1971-07-01
(c) 1971 07 01

7. The calendar week is a convenient time period for certain commercial and planning purposes. The above uniform numbering of calendar weeks necessitates a unique designation of the day on which that week begins. In ISO/R 2015-1971 it is stated that, for these commercial, planning and similar purposes for which a week number might be used, Monday has been found the most appropriate as the first day of the week.

8. ISO/R 2015-1971 should be applied in all cases where a definite week of the year is to be designated for commercial use and it lays down that a week number should always stand for a time period of seven days, that for the purpose of week numbering the first day of the week shall be Monday, and that week number one of a year is the first week containing four days or more of the new year.

9. The two above mentioned ISO Recommendations were drawn up by the Co-ordinating Committee on the Standardization of the Writing of Dates (DATCO), the Secretariat of which is held by the ISO Central Secretariat in Geneva. The draft Recommendations were circulated to all the ISO Member Bodies for enquiry in January 1970. They were approved subject to a few alterations of an editorial nature by 25 and 26 Member Bodies respectively. The draft Recommendations were then submitted to the ISO Council which decided to accept them as ISO RECOMMENDATIONS. Copies of the two Recommendations which are available in English, French and Russian may be obtained through the national standards organizations.

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ECONOMIC COMMISSION FOR EUROPE

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STUDY FOR EFFECTING SIMPLIFICATION OF EXPORT PROCEDURES AND DOCUMENTS IN INDIA

(Note by the Inter-regional Adviser on Trade Documentation)

1. Recognizing the fact that complicated procedures, formalities and paper work relating to all the different facets of the export effort can constitute an impediment in and handicap to the accelerated growth of exports and cause delays and economic waste, the Indian Institute of Foreign Trade (IIFT), with the approval of the Ministry of Foreign Trade of India, has completed a comprehensive study for effecting simplification of procedures and documents relating to various stages of export transactions. The following account is based on information received from the IIFT.

I. STUDY PROGRAMME AND METHODOLOGY

2. Procedures, formalities and documentation arise from the controlling and regulatory requirements and are often the result of various statutes, rules and regulations promulgated by the Government and applied by banks, carriers, customs authorities, forwarding agents, insurance companies, port authorities and others. In a developing economy, controls are inevitable, though in India an effort is already being made to lift controls wherever feasible. The controls lead inevitably to the development of rules and regulations and their concomitant procedures and formalities. It is important that the operation of controls and their procedures are constantly kept under watch so that they do not hamper the economic development and the export effort of the country. It is against this background that the entire field of export procedures and documentation was intensively surveyed for elimination of the bottlenecks and delays.

Objectives of the study

3. The broad objectives of the study were :

(i) To make a systematic and detailed study of the existing export procedures and documentation requirements with a view to locating problems, delays and economic waste involved at various stages in the respective areas relating to export effort;

(ii) To suggest simplification and standardization of procedures, export documents and forms, and to evolve improved procedures of processing the export orders, through concerned institutions, organizations, agencies and departments of the Central and State Governments;

(iii) To determine the specific action required to be taken by the Government and other institutions as well as the industry and trade for acceptance and adoption of the improved procedures, export documents and other forms; and

(iv) To indicate modifications and amendments to existing rules, regulations and enactments which may be necessary for the adoption of improved procedures, documents and forms.

Scope of the study

4. The major areas of the study where detailed investigations have been made for effecting simplification of existing procedures and documents are:

(i) Export assistance and incentives and export licensing;

(ii) Customs and central excise clearance of export cargo and payment of rebate and drawback of central excise and customs duties;

(iii) Foreign exchange regulations and export finance;

(iv) Transportation and shipment of export cargo; and

(v) Quality control and pre-shipment inspection and other administrative procedures.

Approach to the study

5. The approach to the study consisted of the following steps:

(i) Determination of the need of each organization in the system, the specific elements of information necessary to accomplish the need and the timing required for completion of formalities at each stage;

(ii) Identification of the overlap of procedures and common items of information in such a manner which will help to locate areas where there is duplication of effort and delay in individual areas relating to the export effort;

(iii) Development of a system which would permit linking of the procedural requirements of various sub-systems, wherever feasible, with a view to achieving simplification of the procedures, forms and documents; and

(iv) Determination of the steps for accomplishing implementation of the programme of introducing improved systems and procedures and recommendations for adoption by the concerned departments, agencies, organizations and institutions.

Methodology

6. The study was completed in six phases: desk research, field study within the country, study overseas, analysis of information for determining the areas of delays and duplication, field test survey, preparation of report and follow-up for implementation. In order to ensure that the examination of the existing procedures and documents is comprehensive and meaningful the areas of investigations were delineated in great deal in consultation with the government departments, such as the Chief Controller of Import and Export, Customs and Central Excise Authorities, Banks, Clearing and Forwarding Agents, Shipping Companies, Quality Control and Export Inspection Council, etc. This was followed by a comprehensive desk research with a view to acquiring complete understanding of the procedure prescribed by various government departments and organizations relating to export of goods. The main objective of this study was to determine:

(i) The need of each organization and the specific procedure prescribed to accomplish the needs.

(ii) Documentation formalities incidental to the procedure.

(iii) Extent to which the prescribed procedure is intended to fulfil the requirements prescribed by legislation, rules and regulations.

7. Based on the preliminary investigations and desk research, a comprehensive plan for conducting field study in India was drawn up. This study was conducted in three stages at four major port towns of Bombay, Calcutta, Madras and Cochin. In the first stage discussions were held with government departments such as the Joint Chief Controller of Import and Export, Customs, Central Excise, Port Trust, Export Credit Guarantee Corporation, Banks, Export Inspection Council, Shipping Companies, Clearing and Forwarding Agent, etc. These discussions were mainly devoted to gathering relevant information pertaining to procedural formalities and documentation requirements. Preliminary discussions with these departments were followed by a detailed study of the procedures step by step. Documents and files were followed through various stages of their flow in the departments in order to locate areas of delays and duplication. In the second stage a series of discussions were held with the Export Promotion Councils, Commodity Boards, Chamber of Commerce, Trade Organizations, Export Houses, Manufacturer-Exporters, etc. During these discussions problems and difficulties

arising out of the existing procedures and documents were identified and specific areas of delays and duplication high lighted. Several suggestions were made by trade and other organizations for simplifying this procedure and reducing the export paper work. During the third stage, problems and delays brought by industry and trade and the suggestions offered by them for simplification of procedures and documents were discussed and examined with the concerned government departments with a view to finding out:

(i) the precise reasons which cause delay at various stages;

(ii) the extent to which these problems of delay and duplication arise from procedural formalities; and

(iii) practicability of the suggestions made by industry and trade from the point of view of their implementation.

8. Based on the desk research and the field investigations in India, certain specific areas of procedures and documentation such as export-import licencing, customs formalities, foreign exchange regulations and drawback of duties were selected for an intensive study in selected countries in order to determine what improvement can be effected in procedures and documentation requirements. The study abroad was conducted by two members of the study team - one visited Japan, Korea and Hong Kong and the other Sweden, United Kingdom and the Federal Republic of Germany.

9. Information collected from the studies in India and abroad were analysed to determine:

(i) the specific needs of each organization for various purposes, viz., exercise of control on exports, collection of statistics, receipt and release of foreign exchange, fulfilment of the obligation arising out of various enactments, rules, regulations, etc.;

(ii) the stages in the total procedure of export transaction and the time element involved at each stage;

(iii) requirements of export documents at the respective stages by different organizations; and

(iv) extent of overlap of procedures and duplication of information in various documents and to locate areas of delay in the movement of export cargo.

10. Based on this analysis, specific problems were identified and workable suggestions for abolishing certain formalities and documents effecting amendment to existing laws and regulations were formulated. These suggestions were discussed with the concerned

government departments and other institutions and agencies, and preliminary recommendations for effecting simplification of procedures and documents were formulated.

11. The findings of the study were tested in co-operation with export organizations and concerned government departments. During the course of this field test survey, case studies were conducted to find out whether the suggestions and recommendations for simplification of procedures adequately fulfil the requirements of various departments. Based on the findings of the field test survey, requisite modifications and alterations were made in the recommendations and suggestions for improving procedures and documents.

12. Major recommendations and conclusions of the study were presented to the representatives of concerned government departments in a meeting of January 13, 1970, presided by the Secretary, Ministry of Foreign Trade. Appreciating the need for streamlining the export procedures and related documents, it was suggested that the IIPT study team should also initiate the process of consideration of the recommendations and conclusions with the representative of the concerned government departments and other organizations. It was also decided that the Institute should work out the operational details for implementation of the recommendations after they were accepted.

13. In pursuance of the above decision, the IIPT initiated the process of consideration of the various recommendations first for acceptance by the concerned government departments and later for implementation. It is heartening to note that the implementation of the various suggestions has already started yielding fruits. The essential features of the revised procedures and the areas of improvement in different spheres are outlined below.

II. IMPORT REPLENISHMENT LICENCE AND CASH ASSISTANCE

14. This system aims at granting import permits and cash assistance for the import of materials to be used for the production of export goods. The study reveals that the average time taken for disposal of an application for import replenishment licence and cash assistance is 94 days at Bombay, and 70 days at Delhi and Kanpur. In nearly 63 per cent of the cases at Bombay, the total time taken for issuing a licence was more than 120 days; at Delhi and Kanpur, in 37 per cent of the cases the time taken was more than 90 days. There are four major factors causing delay in the disposal of applications:

(i) Most of the applications are received towards the close of the last date, resulting in periodic gluts which create a bottleneck.

(ii) Before issuing a licence or paying cash assistance, the application is subjected to a rigorous process of scrutiny for determining the eligibility and entitlement of the applicant. This is very much time-consuming.

(iii) Scrutiny of items transferred from AU licence to REP licence is extremely cumbersome.

(iv) A large number of documents are required to be submitted along with the application, with the result that most of the applications are found incomplete.

15. Several suggestions have been made to simplify the procedures so as to minimize delays in the grant of import replenishment licences and payment of cash assistance. Most of these suggestions have been accepted by the Government. For instance, in order to stagger the time-limit for submission of applications as well as to give more time to the applicant to dress up his application, a scheme has been evolved according to which every exporter will get two months' time to submit his application. This will considerably reduce the incidence of incomplete applications.

16. For processing the applications, a simplified procedure has been evolved, according to which applications for scrutiny of import replenishment will be made in two stages, namely (i) preliminary scrutiny, and (ii) detailed scrutiny. The licence will be issued after the preliminary scrutiny within 30 days. Thereafter, the detailed scrutiny will be made. If there is any difference in the value admitted at the preliminary scrutiny and that determined at the stage of final scrutiny, adjustments will be made in the subsequent entitlement of the exporter. This scheme has been accepted by the Government for implementation on a trial basis.

17. As regards scrutiny of items transferred from AU to REP licences, it is now open to the manufacturer-exporters or the nominees of the registered exporters to import items appearing in their AU licences against REP licences held by them subject to certain conditions. With the introduction of this change, the need for a detailed scrutiny of licences has been dispensed with.

18. Another important area, which simplifies the process of scrutiny, relates to the certification of the FOB value. Since the FOB value is the sole criterion for determining the exporter's entitlement, licensing authorities used to follow a very elaborate procedure in arriving at this value. It was time-consuming and delayed the issue of licence. With the introduction of the revised procedure, licensing offices

have been relieved of this work. It has been decided that banks would certify the FOB value in the bank certificate in Indian rupees. This will save time, and expedite the whole process.

III. EXCISE AND CUSTOMS CLEARANCE AND REBATE AND DRAWBACK OF DUTIES

19. In export operations, excise and customs clearance formalities as well as duty drawback and rebate procedure hold a very significant place. An easily workable and speedy operational system in these areas facilitates expeditious export operations, whereas cumbersome documentary requirements and dilatory steps involved in them tend to retard the flow of export trade and block the capital. Detailed investigations into and analysis of the existing procedures in these areas have led to some positive suggestions for improvement.

Rebate of central excise duty

20. Under the central excise and drawback rules, a large number of notified procedures regulate the refund of duty on excisable goods and imported raw materials and components used in the export product. It frequently happens that the exporter of a particular commodity has to approach the Custom House for payment of drawback and Central Excise Collectorate for payment of rebate of central excise duty. This is inconvenient and causes duplication and delay. The problem is further complicated by the fact that for each of the different categories of excisable goods, separate sets of procedures and documents have been prescribed for the purpose of obtaining clearance of goods from the factory and claiming rebate of central excise duty on their exportation. These procedures not only make it difficult to understand and comply with the rules correctly but are so complicated and time-consuming and saddled with excessive paper-work that payment of rebate is delayed. In view of these procedural difficulties, and in the interest of expediting the payment of rebate and elimination of excessive documentation incidental to the present procedure, the study suggests that the entire work relating to processing of claims and payment of rebate of central excise duty to the exporter should be handled by the Drawback Department of the Custom House.

21. This administrative change can be effected without any additional cost to the Government. There are several other advantages in introducing it. First, by centralising the work relating to payment of drawback and rebate in one single authority, it will be possible to eliminate documents and to cut down paper-work substantially at the departmental level. Secondly, it will facilitate the process of scrutiny of

the claim and expedite the payment of rebate to the exporters. Thirdly, it will simplify the process of verification of the fact of export. Fourthly, it will reduce paper-work, because the exporters would no longer be required to file a separate claim for rebate.

22. The study has formulated a revised procedure for grant of rebate through the Drawback Department of the Custom House. This suggestion has been accepted in principle by the Central Board of Excise and Customs and is being implemented on a pilot basis in Calcutta where in respect of tea exports, rebate of excise duty is being paid along with the drawback on tea chests by the Drawback Department of the Custom House. The study has made a number of other suggestions, which are at various stages of implementation. These relate to the extension of facilities for removal of excisable goods under bond to recognized export houses and merchant-exporters, facilities for transfer of obligations of export under bond from one manufacturer-exporter to another manufacturer-exporter, standardization of application forms for removal of excisable goods for export, etc.

Customs clearance of export cargo

23. The difficulties of customs clearance can be attributed, in a large measure, to divergences in documentary forms and requirements and also in the steps involved in the processing of shipping documents at the Custom House stage. Some specific customs formalities such as verification of value at the appraisement stage, physical examination at the dock, "let ship" endorsement on the shipping bill by the Preventive Officer prior to loading operation and certification of the fact of shipment on the shipping bills and other documents by the Preventive Officer after the vessel has sailed, have been found to be the main factors responsible for delay.

24. The various problems causing inconvenience, difficulties and delay in customs clearance have been thoroughly examined and positive suggestions have been made for re-organizing and regrouping the stages of scrutiny of documents in the pre-shipment stage and rationalizing customs formalities at the shipment and post-shipment stages. These include standardization of the form, size and colour of the shipping bill at different ports, provision of check-list to facilitate scrutiny of documents, adoption of standard forms of examination orders to save time and effort, payment of export duty/cess through bank draft of any scheduled bank, examination of export cargo at source, etc. These suggestions have been accepted by the concerned authorities for implementation.

Drawback of duties

25. Another important area relates to the payment of drawback of customs and central excise duties on export goods under Section 75 of the Customs Act 1962. Analysis of the various stages through which the drawback shipping bill passes and the nature of scrutiny exercised at each stage reveals that the entire procedure is overburdened with so much detail and counter-checks that payment of drawback is very much delayed. It has been found that by re-routing the movement of documents and re-scheduling the stages of scrutiny, it would be possible to expedite the payment of claim to exporters. These suggestions have since been implemented by the Government.

IV. TRANSPORTATION AND SHIPMENT OF EXPORT CARGO

26. Procedures relating to transportation and shipment of exports are inextricably woven into total export operations. As regards railway procedures, the inordinately long time involved in the grant of rebate on exports was found to be the exporters' major grievance. The study reveals that it takes about two to three months to process and sanction rebate claims. After making intensive investigations into the causes responsible for this delay, the study suggests re-scheduling of certain formalities to facilitate and expedite the process of verification and payment of rebate claims. It suggests submission of query forms by the concerned stations to the Chief Commercial Superintendent without its having to be called for; initiation of action on receipt of the original copy of the application for rebate by the Export Rebate Section; acceptance of letter of authority in place of "power of attorney" from the shipper, authorizing the agent to receive the amount of rebate on his behalf; preparation of over-charge sheets on separate papers for export traffic, distinguishing them from sheets for traffic other than for export to facilitate quicker identification of cases involving rebate; association of accounts staff with the Export Rebate Section in the Chief Commercial Superintendent's office to make it a self-contained unit, etc. These suggestions, which aim at expediting payment of rebate to the exporter, have been accepted by the Railway Board for implementation. It is expected that the revised procedure will substantially reduce the time element and it will be possible to make payment of rebate in about three to four weeks.

Port Procedures

27. Procedures for shipment of export cargo differ from port to port. The comparative study of procedures at the ports of Bombay, Calcutta, Madras and Cochin reveals that there is sufficient room for effecting simplification in these procedures and

that in the venture each port has a useful contribution to make. The study has made a number of suggestions in this respect. These include payment of port charges after shipment, admission of cargo to the docks, maintenance of receipt tallies, consolidation of shed documents, etc.

28. Implementation of these recommendations will bring certain tangible benefits to the shippers and also to the port authorities. For instance, the extension of facility to shippers to effect payment of port charges after shipment will enable them to move the goods to the docks without having to waste their valuable time in making payment of port charges, especially when they are fighting against time to have their goods loaded in the vessel. Secondly, the maintenance of receipt tally on the vehicle ticket when cargo is unloaded in the shed will dispense with the need for preparation of separate documents for this purpose. It will also help to avoid the maintenance of elaborate records in respect of export cargo at the gate. Thirdly, maintenance of one shipping tally by the port officials in association with the representatives of shipping lines will contribute to increasing confidence in shipping lines in such tallies. This will also do away with the need for issuance of "katcha note" by shipping lines pending issue of mate's receipt to port authorities. Fourthly, the transmittance of mate's receipt by the port authorities to the shippers immediately after shipment in anticipation of payment of port charges, particularly to those who hold deposit accounts with the port authorities, will enable them to get their bills of lading much earlier than at present. Lastly, consolidation of various registers maintained by port authorities for receipt and shipment of export cargo will effect saving of effort, time and money spent in the maintenance of records at a number of places. In short, the revised procedure will make for speed, convenience and economy in the shipment operations at the ports. These recommendations are under consideration of the concerned port authorities.

Quality control and statutory pre-shipment inspection

29. The study covers four major schemes of quality control and pre-shipment inspection : quality control and statutory inspection scheme; statutory grading scheme under the Agricultural Marketing Advise; textile Committee's inspection scheme; and ISI certification marking scheme. For a large range of products covered by these schemes, the pre- and post-shipment inspection procedures are overlapping in details and dilatory in practice. The procedural requirements and documents currently involved in requisitioning the services of an inspection body, beginning with the submission of application for issue of certificate of inspection, are time-consuming and involve a lot of paper-work.

30. The study has come up with concrete recommendations for standardization of application forms for requisitioning the services of an inspection body, and has formulated revised procedures for inspection. With a view to expediting the issue of certificate of inspection, the study suggests that the Inspecting Office be authorized to prepare and issue the certificate of inspection immediately after the completion of the inspection at the factory/warehouse. The study recommends that export-worthy units should be allowed to export without having to apply for inspection certificates.

31. In the area of statutory grading scheme, under the Agricultural Marketing Adviser, the study has made a number of positive suggestions for streamlining the procedure for inspection and grading of tobacco, sannhemp and other agricultural products. It suggests that the certificate of grading should be issued by the Inspector wherever a packer can furnish the details of a firm export order. For simplification of paperwork, it suggests adoption of one combined application for obtaining original and fresh certificates of grading, and recommends that the validity of the packer's certificate of authorization should be extended to three years instead of one year at present. These suggestions have been taken note of by the Export Inspection Council and the Agriculture Marketing Adviser and are at various stages of consideration for implementation.

V. FOREIGN EXCHANGE REGULATIONS AND EXPORT FINANCE

32. Procedural difficulties in complying with exchange control formalities relating to payment of commission to overseas agents, settlement of export claims, payment of arbitration fees and legal expenses, release of exchange for advertisement and publicity abroad, etc. arise mainly on account of inadequate authority of the regional offices of the Reserve Bank of India (RBI) which has to make a reference to the Head Office in eachcase. The study has made a detailed investigation into this aspect and has formulated concrete proposals for delegation of powers to regional offices of RBI without infringing any of the provisions of the Foreign Exchange Act. It also suggests that the authorized dealers be given powers within certain well-defined limits to make remittance of account of export claims and commission payable to overseas agents. These suggestions are under the consideration of the RBI and, if accepted, would considerably reduce the time taken in making remittance.

33. In the area of export credit, the study emphasises that the export finance facilities offered by the banks can become more effective if simpler procedures for processing and sanctioning loan applications are evolved. It further suggests that

export finance facilities be provided at all the important centres of trade and industry. In order to overcome the present shortage of trained personnel in the banks, the study has recommended a crash programme for providing training to bank personnel in the operational details of financing exports.

VI. STANDARDIZATION OF EXPORT DOCUMENTS

34. Indian exporters have often complained about the multiplicity of export documents. With the increase in import control, foreign exchange and customs regulations, work relating to documentation has grown both in size and volume in most of the countries of the world. The quantum of such work is dictated by the requirements of government and commerce and industry. The preparation of documents needed for export consignment is a substantial undertaking involving considerable amount of time, expense and skill.

35. At present in India a large number of documents are required to be submitted by the exporter. For example, the shipping bill is required by the customs, export application or dock challan by the port authorities, GR 1 form by the Reserve Bank, AR 4 form by the Central Excise authorities, bill of lading by the shipping companies, insurance certificate by the Insurance Company, bank certificate and various application forms and statements of exports by the licensing authorities, etc. The size, layout and contents of these forms do not bear any relationship to each other, although most consignment details are common to all the forms. Each form has to be completed separately, which involves a lot of repetitive typing and checking. This may prove costly at times, as a trivial error or discrepancy in completing a form may result in delaying the processing of the application. While efforts have been made to streamline the procedures and formalities, this costly and time consuming "paper tiger" in international business has not yet received the concerted attention of Government and industry and trade in India. Much of the time and effort directed in the completion of these documents by exporters could be substantially curtailed if there is an agreed standard size and layout for all the documents.

36. The work carried out within the Economic Commission for Europe on the simplification and standardization of external trade documents has been noted in India. It is felt that the introduction of an aligned series of external trade documents in India would be of great advantage, and that the ECE layout key should be taken into consideration as a basis for its design. The application of an aligned series of forms in a "one run" system of document preparation has been recognized as one of the best

methods to reduce export documentation costs. This method, however, requires a particular type of office machine which might not generally be available in the offices concerned.

37. Though for the time being developing countries like India may not have the necessary apparatus for adopting the one run system, the advantage of standardized documents nevertheless are many. It is easy to type the same information in the forms in one series. Secondly, it is easy to spot a particular information given in forms. In the government departments such as the customs, licensing offices, ports, etc., the processing of applications will be much quicker if the documents are standardized and information common to all the forms occupies the same space and position.

38. In view of the great advantages which flow from standardization of export documents, it is desirable that India should also make efforts towards evolving a system of standardizing such documents. Since documents are required by many departments and organizations it would be necessary to get the concurrence of all the concerned organizations about the size and design of the documents. It has therefore been suggested that the Government of India should appoint a Working Group consisting of the representatives of the concerned Government Departments and Organizations to evolve a standard design and size of the documents used in export trade.

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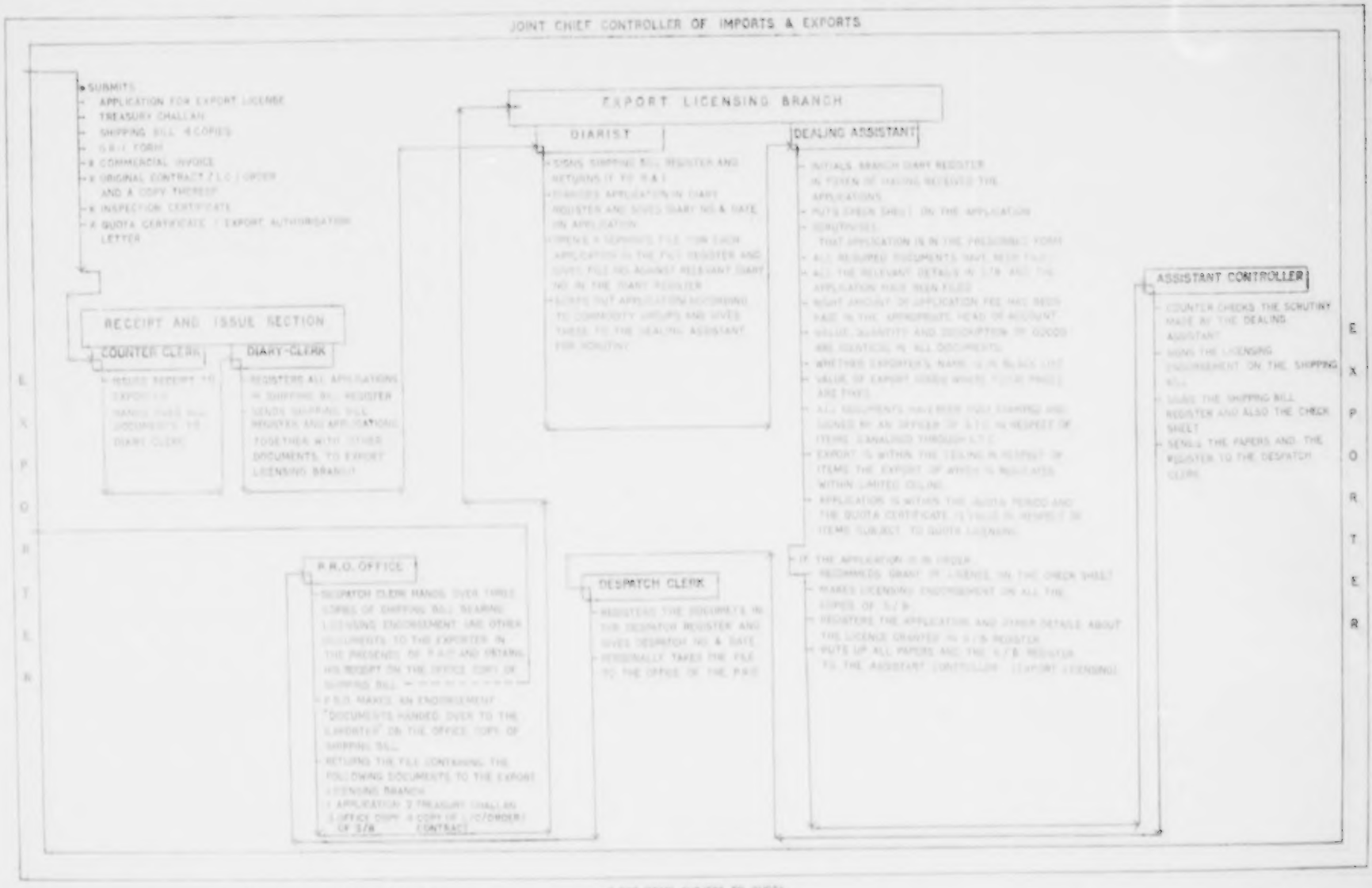
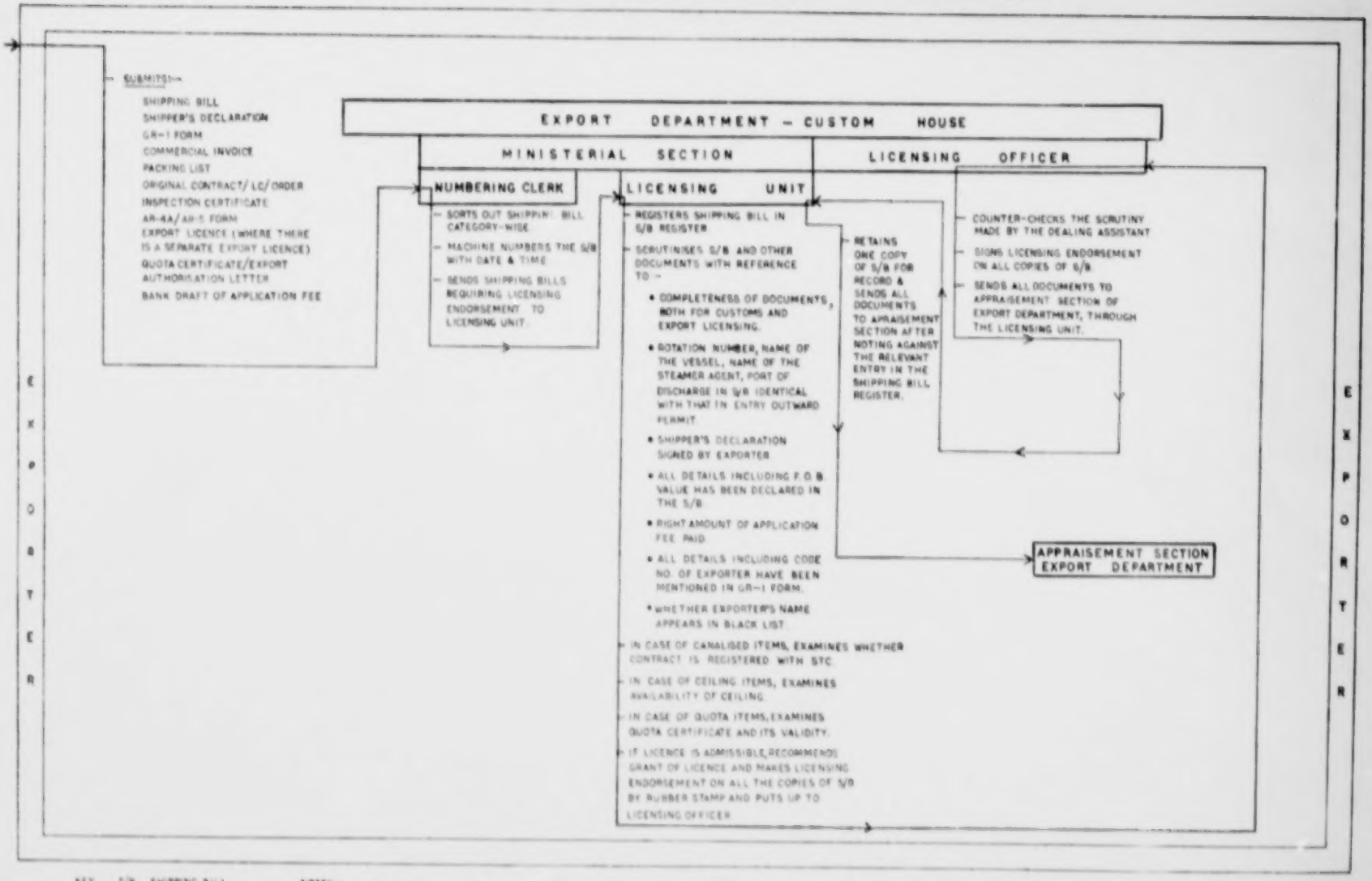
39. Flow charts have been prepared for all the existing and revised procedures accounted for above. As an example, the flow charts for the existing and revised export licensing procedure are reproduced in Annexes 1 and 2.

EXISTING PROCEDURE — EXPORT LICENSING



REVISED PROCEDURE – EXPORT LICENSING


EXPORTER
SUBMITS:-
SHIPPING BILL
SHIPPER'S DECLARATION
GR-I FORM
COMMERCIAL INVOICE
PACKING LIST
ORIGINAL CONTRACT/ LC/ ORDER
INSPECTION CERTIFICATE
AR-4A/ AR-5 FORM
EXPORT LICENCE (WHERE THERE IS A SEPARATE EXPORT LICENCE)
QUOTA CERTIFICATE/EXPORT AUTHORISATION LETTER
BANK DRAFT OF APPLICATION FEE
EXPORT DEPARTMENT – CUSTOM HOUSE
MINISTERIAL SECTION
LICENSING OFFICER
NUMBERING CLERK
LICENSING UNIT
– SORTS OUT SHIPPING BILL CATEGORY-WISE.
– MACHINE NUMBERS THE S/B WITH DATE & TIME.
– SENDS SHIPPING BILLS REQUIRING LICENSING ENDORSEMENT TO LICENSING UNIT.
– REGISTERS SHIPPING BILL IN S/B REGISTER
– SCRUTINISES S/B AND OTHER DOCUMENTS WITH REFERENCE TO :-
• COMPLETENESS OF DOCUMENTS, BOTH FOR CUSTOMS AND EXPORT LICENSING.
• ROTATION NUMBER, NAME OF THE VESSEL, NAME OF THE STEAMER AGENT, PORT OF DISCHARGE IN S/B IDENTICAL WITH THAT IN ENTRY OUTWARD PERMIT.
• SHIPPER'S DECLARATION SIGNED BY EXPORTER.
• ALL DETAILS INCLUDING F.O.B. VALUE HAS BEEN DECLARED IN THE S/B.
• RIGHT AMOUNT OF APPLICATION FEE PAID.
• ALL DETAILS INCLUDING CODE NO. OF EXPORTER HAVE BEEN MENTIONED IN GR-I FORM.
• WHETHER EXPORTER'S NAME APPEARS IN BLACK LIST.
– IN CASE OF CANALISED ITEMS, EXAMINES WHETHER CONTRACT IS REGISTERED WITH STC.
– IN CASE OF CEILING ITEMS, EXAMINES AVAILABILITY OF CEILING.
– IN CASE OF QUOTA ITEMS, EXAMINES QUOTA CERTIFICATE AND ITS VALIDITY.
– IF LICENCE IS ADMISSIBLE, RECOMMENDS GRANT OF LICENCE AND MAKES LICENSING ENDORSEMENT ON ALL THE COPIES OF S/B BY RUBBER STAMP AND PUTS UP TO LICENSING OFFICER.
– RETAINS ONE COPY OF S/B FOR RECORD & SENDS ALL DOCUMENTS TO APPRAISEMENT SECTION AFTER NOTING AGAINST THE RELEVANT ENTRY IN THE SHIPPING BILL REGISTER.
– COUNTER-CHECKS THE SCRUTINY MADE BY THE DEALING ASSISTANT
– SIGNS LICENSING ENDORSEMENT ON ALL COPIES OF S/B
– SENDS ALL DOCUMENTS TO APPRAISEMENT SECTION OF EXPORT DEPARTMENT, THROUGH THE LICENSING UNIT.
APPRAISEMENT SECTION EXPORT DEPARTMENT
EXPORTER

KEY S/B SHIPPING BILL
L/C LETTER OF CREDIT

NOTES:-

1. SHIPPER'S DECLARATION WILL BE PASTED ON THE BACK OF SHIPPING BILL.
2. LICENSING UNIT WILL BE LOCATED IN THE EXPORT DEPARTMENT, CUSTOM HOUSE (MINISTERIAL SECTION) AND WILL SCRUTINISE THE DOCUMENTS BOTH FROM THE POINT OF VIEW OF CUSTOMS AND LICENSING POLICY
3. FOR EXPORT OF FREELY LICENSED ITEMS, LICENSING ENDORSEMENT WILL BE MADE BY THE APPRAISER
4. LICENSING OFFICER OF THE RANK OF ASSISTANT CONTROLLER WILL WORK IN THE EXPORT DEPARTMENT OF CUSTOM HOUSE

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ECONOMIC COMMISSION FOR EUROPE

Committee on the Development of Trade

Group of Experts on the Simplification and Standardization of External Trade Documents

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

Trade and Development Board

Advisory Services on Trade Documentation

TRADE DOCUMENTATION INFORMATION

INTRODUCTION OF THE FIATA COMBINED TRANSPORT BILL OF LADING

(Note by the Inter-regional Adviser on Trade Documentation)

1. The following information has been received from the International Federation of Forwarding Agents Associations (FIATA).

2. The FIATA Standard Conditions (1970) governing Combined Transport Bills of Lading reached their final form on June 12th 1970 and a format of the FIATA Combined Transport Bill of Lading incorporating these Conditions has since then been developed. The new document, which is aligned to the ISO layout key, has been given the code letters FBL.

3. Freight Forwarders have always been arrangers of transport, whether by one mode of transport or by combining different modes of transport (road, rail, waterways, sea and air) to provide the cargo owners with the "through" transport services they require.

4. Hitherto, the Forwarder has customarily arranged transport by making contracts with basic carriers on behalf of the cargo-owner; the legal position of the Forwarder varies from country to country, but, essentially, he undertakes to make proper arrangements for transport, but, having done so, it has not normally been his function to assume also the liabilities and responsibilities of the basic carriers.

5. Lately, however, many Forwarders have undertaken new tasks and have themselves become nauliers - in respect of which they accept the liabilities and responsibilities of carriers. The next step has now been for Forwarders to accept, when their clients require them to do so, carrier's liabilities and responsibilities in respect of Combined Transport movements which they would previously have arranged only as an Agent.

6. In recent years Forwarders have continued to build up and extend their international groupage services (surface and air); the provision of these services requires not only capital commitment, but also the establishment of strong international connections with other Forwarders, to operate the groupages efficiently and to provide full door-to-door collection and delivery services.

7. While Forwarders are taking an increasingly positive role in provision of services, the basic structure of the transport industry is changing. The unitisation of general cargo and the growth of mass flows of traffic between a smaller number of principal terminals have led to a decline in the commercial importance of the ports as points at which the ownership of goods changes. Through transport contracts covering the movement of goods from an inland point in one country to an inland point in another country have reduced the significance of the FOB and CIF positions; such new contracts require new sets of Conditions; and a new Document, negotiable when so required, is needed to take the place of the traditional steamship company's port-to-port Bill of Lading in the commerce of the world.

* * *

8. The FIATA Standard Conditions and the FIATA Combined Transport Bill of Lading have been developed to meet those requirements.

* * *

9. FIATA has been working since 1968 towards a new carrier-type document for Combined Transport. Outside FIATA the work of the Institut International pour l'Unification du Droit Privé (UNIDROIT) and of the Comité Maritime International (CMI) was leading in the same direction. The CMI's "Tokyo Rules" (March 1969) were the springboard from which progress was made at the two Round-Table Conferences held in Rome in June 1969 and January 1970 at the invitation of UNIDROIT. These two Conferences, in which FIATA participated together with the representatives of cargo interests, carriers, insurers and bankers, culminated in the draft Convention sur le Transport International Combiné de Marchandises (Convention TCM).

10. The acceptance by Governments of some final form of the TCM Convention must wait upon the convening of a diplomatic conference, to be held in 1972.

11. Meanwhile the needs of commerce and transport are urgent, and the large measure of agreement reached in Rome enabled FIATA to press forward with the finalization of their Conditions.

12. The FIATA Combined Transport Bill of Lading is a carrier-type through-transport document, negotiable unless marked non-negotiable, under the conditions of which the issuer accepts responsibility for the goods and for the performance of the transport contract direct to the cargo-owner. As issuer of this document, the Freight Forwarder will be acting as a Combined Transport Operator (CTO), not as an Agent.

13. The document is largely similar to that envisaged in the draft TCM Convention, but is more exact and more complete.

14. The Freight Forwarder issuing the document undertakes to perform or to procure the performance of the entire transport from the place at which the goods are taken in charge to the place designated for delivery, and he accepts liability for loss or damage to the goods occurring between the time when he received the goods into his charge and the time of delivery, subject only to certain specified exemptions.

15. When the Freight Forwarder is liable in respect of loss or damage to the goods, he is liable up to a limitation of 30 Francs Poincaré per kilo of gross weight of the goods lost or damaged. This is the same figure as the weight-basis limitation of liability proposed in the Brussels Protocol (1968) to the Hague Rules ("Hague/Visby" Amendments).

16. The system of liability is, as in the TCM Convention, a limited "network" system. If it can be proved where damage or loss has occurred, the liability of the Freight Forwarder is to be determined by any national law or international convention which would have applied if a separate contract for that stage of the transport has been made with the issuer. If it cannot be proved, then the liability of the Freight Forwarder is as set out in the Conditions. In a "Paramount Clause", the Hague Rules are applied by specific agreement to all carriage of goods by sea or by inland waterways and to all goods whether carried on deck or under deck.

17. The FIATA Combined Transport Bill of Lading will appear in translation as may be required.

18. It is specifically stated in these Conditions that the FIATA Combined Transport Bill of Lading shall be deemed to be negotiable unless it is marked "non-negotiable". The negotiability of the document has been considered one of its major qualities, and the requirements of negotiability have determined not only the exact and onerous nature of the Conditions, but also the continuing control being exercised by FIATA over the text, the translations and the authority to issue it in negotiable form.

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19. A sample of the FIATA Combined Transport Bill of Lading is appended.

Shipper

Emblem of National Association

FBL

FIATA Combined Transport

BILL OF LADING

No.

ORIGINAL

Consigned to order of

Notify address

Place of Receipt

Place of Delivery

Marks and numbers	Number and kind of packages; Description of goods	Gross weight	Measurement

SPECIMEN

according to the declaration of the merchant

Taken in charge in apparent good order and condition, unless otherwise noted herein, at the place of receipt for transport and delivery as mentioned above.

One of these Combined Transport Bills of Lading must be surrendered duly endorsed in exchange for the goods. In Witness whereof the original Combined Transport Bills of Lading all of this tenor and date have been signed in the number stated below, one of which being accomplished the other(s) to be void.

Freight amount	Freight payable at	Place and date of issue
Cargo insurance through the undersigned ☐ not covered ☐ Covered according to attached Policy	Number of Original FBL's	Stamp and authorized signature
For delivery of goods please apply to:		

Text authorized by FIATA. Copyright reserved 7.71. The goods and instructions are accepted and dealt with subject to the Standard Conditions printed overleaf.

Standard Conditions (1970) governing FIATA COMBINED TRANSPORT BILLS OF LADING

Definitions "Merchant" means and includes the Shipper, the Consignor, the Consignee, the Holder of this Bill of Lading, the Receiver and the Owner of the Goods.

"The Freight Forwarder" means the issuer of this Bill of Lading as named on the face of it.

The headings set forth below are for easy reference only.

CONDITIONS

1. **Applicability**

Notwithstanding the heading "Combined Transport Bill of Lading", the provisions set out and referred to in this document shall also apply if the transport as described on the face of the Bill of Lading is performed by one mode of transport only.

2. **Issuance of the "Combined Transport Bill of Lading"**

2.1 By the issuance of this "Combined Transport Bill of Lading", the Freight Forwarder:
a) undertakes to perform or to procure the performance of the entire transport from the place at which the goods are taken in charge to the place designated for delivery in this Bill of Lading.
b) assumes liability as set out in these Conditions.

2.2 For the purposes and subject to the provisions of this Bill of Lading, the Freight Forwarder shall be responsible for the acts and omissions of any person of whose services he makes use for the performance of the contract evidenced by this Bill of Lading.

3. **Negotiability and title to the goods**

3.1 This Bill of Lading shall be deemed to be negotiable, unless marked "non-negotiable".

3.2 By accepting this Bill of Lading the Merchant and his transferees agree with the Freight Forwarder that unless it is marked "non-negotiable" it shall constitute title to the goods and the holder by endorsement of this Bill of Lading shall be entitled to receive or to transfer the goods herein mentioned.

3.3 This Bill of Lading shall be prima facie evidence of the receipt by the Freight Forwarder of the goods as herein described in respect of the particulars inserted on the face of the Bill of Lading. However, proof to the contrary shall not be admissible when this Bill of Lading has been negotiated or transferred for valuable consideration to a third party acting in good faith.

4. **Dangerous Goods and Indemnity**

4.1 When the consignor hands to the Freight Forwarder goods which are of a dangerous nature, he shall inform the Freight Forwarder of the exact nature of the danger and indicate, if necessary, the precautions to be taken.

4.2 Goods of a dangerous nature which the Freight Forwarder did not know were dangerous may, at any time or place, be unloaded, destroyed or rendered harmless, without compensation; further, the Consignor shall be liable for all expenses, loss or damage arising out of their handing over for carriage or of their carriage.

5. **Description of Goods and Merchant's Packing**

5.1 The Consignor shall be deemed to have guaranteed to the Freight Forwarder the accuracy, at the time the goods were taken in charge by the Freight Forwarder, of the description of the goods, marks, number, quantity and weight as furnished by him, and the Consignor shall indemnify the Freight Forwarder against all loss, damage and expenses arising or resulting from inaccuracies in or inadequacy of such particulars. The right of the Freight Forwarder to such indemnity shall in no way limit his responsibility and liability under this Bill of Lading to any person other than the Consignor.

5.2 Without prejudice to Clause 6 (A) (2) (d), the Merchant shall be liable for any loss, damage or injury caused by faulty or insufficient packing of goods or by faulty loading or packing within containers and trailers and on flats when such loading or packing has been performed by the Merchant or on behalf of the Merchant, or by the defect or unsuitability of the containers, trailers or flats, when supplied by the Merchant, and shall indemnify the Freight Forwarder against any additional expenses so caused.

6. **Extent of Liability**

A. 1) The Freight Forwarder shall be liable for loss or damage to the goods occurring between the time when he received the goods into his charge and the time of delivery.

2) The Freight Forwarder shall, however, be relieved of liability for any loss or damage if such loss or damage arose or resulted from:
a) the wrongful act or neglect of the Consignor or the Consignee;
b) compliance with the instructions of the person entitled to give them;
c) the lack of, or defective condition of packing in the case of goods which, by their nature, are liable to wastage or to be damaged when not packed or when not properly packed;
d) handling, loading, stowage or unloading of the goods by the Consignor, the Consignee or any person acting on behalf of the Consignor or the Consignee;
e) inherent vice of the goods;
f) insufficiency or inadequacy of marks or numbers on the goods, coverings, or unit loads;
g) strikes or lockouts or stoppage or restraint of labour from whatever cause whether partial or general;
h) any other cause or event which the Freight Forwarder could not avoid and the consequences whereof he could not prevent by the exercise of reasonable diligence.

3) Where under paragraph 2 the Freight Forwarder is not under any liability in respect of some of the factors causing the loss or damage, he shall only be liable to the extent that those factors for which he is liable under this Clause have contributed to the loss or damage.

4) The burden of proving that the loss or damage was due to one or more of the causes, or events, specified in (a), (b) and (h) of paragraph 2 shall rest upon the Freight Forwarder.
When the Freight Forwarder establishes that in the circumstances of the case, the loss or damage could be attributed to one or more of the causes, or events, specified in (c) to (g) of paragraph 2, it shall be presumed that it was so caused. The Claimant shall, however, be entitled to prove that the loss or damage was not, in fact, caused either wholly or partly by one or more of these causes or events.

B. Notwithstanding anything provided for in other clauses of these Conditions, if it can be proved where the loss or damage occurred, the Freight Forwarder and the Merchant shall, as to the liability of the Freight Forwarder, be entitled to require such liability to be determined by the provisions contained in any international convention or national law, which provisions
(i) cannot be departed from by private contract, to the detriment of the claimant, and
(ii) would have applied if the Merchant had made a separate and direct contract with the Freight Forwarder in respect of the particular stage of transport where the loss or damage occurred and received as evidence thereof any particular document which must be issued if such international convention or national law shall apply.

7. **Paramount Clause**

The Hague Rules contained in the International Convention for the unification of certain rules relating to Bills of Lading, dated Brussels 25th August, 1924, as enacted in the Country of Shipment, shall apply to all carriage of goods by sea or by inland waterways and such provisions shall apply to all goods whether carried on deck or under deck.

8. **Limitation Amount**

8.1 When the Freight Forwarder is liable for compensation in respect of loss or of damage to the goods, such compensation shall be calculated by reference to the value of such goods at the place and time they are delivered to the Consignee in accordance with the contract or should have been so delivered.

8.2 The value of the goods shall be fixed according to the commodity exchange price, or, if there be no such price, according to the current market price or, if there be no commodity exchange price or current market price, by reference to the normal value of goods of the same kind and quality.

8.3 Compensation shall not, however, exceed 30 Francs ("Franc" meaning a unit consisting of 65,5 mgs of gold of millesimal fineness 900) per kilo of gross weight of the goods lost or damaged.

9. **Delay, Consequential Loss, etc.**

Arrival times are not guaranteed by the Freight Forwarder. If the Freight Forwarder is held liable in respect of delay, consequential loss or damage other than loss of or damage to the goods, the liability of the Freight Forwarder shall be limited to the double freight for the transport covered by this Bill of Lading, or the value of the goods as determined in Clause 8, whichever is the less.

10. **Defences**

10.1 The defences and limits of liability provided for in these Conditions shall apply in any action against the Freight Forwarder for loss or damage to the goods whether the action be founded in contract or in tort.

10.2 The Freight Forwarder shall not be entitled to the benefit of the limitation of liability provided for in paragraph 3 of Clause 8 if it is proved that the loss or damage resulted from an act or omission of the Freight Forwarder done with intent to cause damage or recklessly and with knowledge that damage would probably result.

11. **Liability of Servants and Sub-contractors**

11.1 If an action for loss of or damage to the goods is brought against a person referred to in paragraph 2 of Clause 2, such person shall be entitled to avail himself of the defences and limits of liability which the Freight Forwarder is entitled to invoke under these Conditions.

11.2 However, if it is proved that the loss or damage resulted from an act or omission of this person, done with intent to cause damage or recklessly and with knowledge that damage would probably result, such person shall not be entitled to benefit of limitation of liability provided for in paragraph 3 of Clause 8.

11.3 Subject to the provisions of paragraph 2 of Clause 10 and of paragraph 2 of this Clause, the aggregate of the amounts recoverable from the Freight Forwarder and the persons referred to in paragraph 2 of Clause 2 shall in no case exceed the limits provided for in these Conditions.

12. **Method and Route of Transportation**

The Freight Forwarder reserves to himself a reasonable liberty as to the means, route and procedure to be followed in the handling, storage and transportation of goods.

13. **Delivery**

If delivery of the goods or any part thereof is not taken by the Merchant at the time and place when and where the Freight Forwarder is entitled to call upon the Merchant to take delivery thereof, the Freight Forwarder shall be entitled to store the goods or the part thereof at the sole risk of the Merchant, whereupon the liability of the Freight Forwarder in respect of the goods or that part thereof stored as aforesaid (as the case may be) shall wholly cease and the cost of such storage (if paid by or payable by the Freight Forwarder or any agent or sub-contractor of the Freight Forwarder) shall forthwith upon demand be paid by the Merchant to the Freight Forwarder.

14. **Freight and Charges**

14.1 Freight to be paid in cash without discount and, whether prepayable or payable at destination, to be considered as earned on receipt of the goods and not to be returned or relinquished in any event.

14.2 Freight and all other amounts mentioned in this Bill of Lading are to be paid in the currency named in the Bill of Lading or, at the Freight Forwarder's option in the currency of the country of dispatch or destination at the highest rate of exchange for bankers sight bills current for prepayable freight on the day of dispatch and for freight payable at destination on the day when the Merchant is notified of arrival of the goods there or on the date of withdrawal of the delivery order, whichever rate is the higher, or at the option of the Freight Forwarder on the date of the Bill of Lading.

14.3 All dues, taxes and charges or other expenses in connection with the goods shall be paid by the Merchant.

14.4 The Merchant shall reimburse the Freight Forwarder in proportion to the amount of freight for any costs for deviation or delay or any other increase of costs of whatever nature caused by war, warlike operations, epidemics, strikes, government directions or force majeure.

14.5 The Merchant warrants the correctness of the declaration of contents, insurance, weight, measurements or value of the goods but the Freight Forwarder reserves the right to have the contents inspected and the weight, measurements or value verified. If on such inspection it is found the declaration is not correct it is agreed that a sum equal either to five times the difference between the correct figure and the freight charged, or to double the correct freight less the freight charged, whichever sum is the smaller, shall be payable as liquidated damage to the Freight Forwarder for his inspection costs and losses of freight on other goods notwithstanding any other sum having been stated on the Bill of Lading as freight payable.

15. **Lien**

The Freight Forwarder shall have a lien on the goods for any amount due under this Bill of Lading including storage fees and for the cost of recovering same, and may enforce such lien in any reasonable manner which he may think fit.

16. **General Average**

The Merchant shall indemnify the Freight Forwarder in respect of any claims of a General Average nature which may be made on him and shall provide such security as may be required by the Freight Forwarder in this connection.

17. **Notice**

Unless notice of loss of or damage to the goods and the general nature of it be given in writing to the Freight Forwarder or the persons referred to in Clause 2, paragraph 2 above, at the place of delivery before or at the time of the removal of the goods into the custody of the person entitled to delivery thereof under this Bill of Lading, or if the loss or damage be not apparent, within six consecutive days thereafter, such removal shall be prima facie evidence of the delivery by the Freight Forwarder of the goods as described in this Bill of Lading.

18. **Time Bar**

The Freight Forwarder shall be discharged of all liability under the rules of these Conditions unless suit is brought within nine months after delivery of the goods. In the case of total loss of the goods, the period shall begin to run two months after the goods have been taken in charge by the Freight Forwarder.

19. **Jurisdiction**

Actions against the Freight Forwarder may only be instituted in the country where the Freight Forwarder has his principal place of business and shall be decided according to the law of such country.

1. Expéditeur (nom, adresse, pays de l'exportateur)	Référence N°
	SYSTEME GENERALISE DE PREFERENCES **CERTIFICAT D'ORIGINE** **(Déclaration et certificat)** **FORMULE A**
2. Destinataire (nom, adresse, pays)	Délivré en _____ (pays) Voir Notes au verso
3. Moyen de transport et itinéraire (si connus)	4. Pour usage officiel

5. N° d'ordre	6. Marques et numéros des colis	7. Nombre et type de colis; description des marchandises	8. Critère d'origine (voir Notes au verso)	9. Poids brut ou quantité	10. N° et date de la facture

11. **Certificat**	12. **Déclaration de l'exportateur**
Il est certifié, sur la base du contrôle effectué, que la déclaration de l'exportateur est exacte.	Le soussigné déclare que les mentions et indications ci-dessus sont exactes, que toutes ces marchandises ont été produites en _____ (nom du pays) et qu'elles remplissent les conditions d'origine requises par le Système généralisé de préférences pour être exportées à destination de _____ (nom du pays importateur)
_____ Lieu et date, signature et timbre de l'autorité délivrant le certificat	_____ Lieu et date, signature du signataire habilité

DEMANDE DE CERTIFICAT D'ORIGINE

Formule B

Le soussigné, exportateur des marchandises décrites au verso,
DECLARE que ces marchandises ont été produites en ..... (pays)
SPECIFIE comme suit les raisons pour lesquelles il considère que ces marchandises sont conformes aux prescriptions relatives aux règles d'origine appliquées dans le Système généralisé de préférences 1/
.....
.....
.....
PRESENTE à l'appui les pièces suivantes 2/
.....
.....
.....
S'ENGAGE à fournir, à la demande des autorités compétentes du pays d'exportation, toutes justifications supplémentaires que ces autorités pourront exiger pour la délivrance d'un certificat d'origine, et à accepter toute inspection de sa comptabilité et toute vérification des procédés de fabrication des marchandises susmentionnées que ces autorités pourront vouloir effectuer.
DEMANDE que lui soit délivré un certificat d'origine pour ces marchandises.

Lieu et date .....
.....
(signature du signataire habilité)

1/ A remplir si des matières ou composants originaires d'un autre pays ont été utilisés pour la fabrication des marchandises dont il s'agit. Indiquer les matières ou composants utilisés, leur position dans la Nomenclature douanière de Bruxelles, leur pays d'origine et, s'il y a lieu, les procédés de fabrication qui en font une marchandise originaire du pays de fabrication (par application des dispositions de la Liste B ou des conditions spéciales prévues dans la Liste A), la marchandise produite et sa position dans la Nomenclature douanière de Bruxelles.

Si les critères d'origine prévoient un pourcentage de la valeur, donner tous renseignements permettant de vérifier ce pourcentage - par exemple la valeur des matières et composants importés, celle des matières et composants d'origine indéterminée et, le cas échéant, le prix départ usine des marchandises exportées.

2/ Par exemple, les documents d'importation, factures, etc., concernant les matières ou composants utilisés.

NOTES

A. Procédure de demande d'application des préférences. L'exportateur de la marchandise doit faire une déclaration sur la formule de certificat d'origine et la présenter en double exemplaire, en même temps qu'une formule de demande d'application du Système généralisé de préférences, à l'autorité du pays d'exportation habilitée à délivrer le certificat d'origine, qui certifiera, s'il y a lieu, l'exemplaire chef du certificat d'origine et le remettra à l'exportateur pour qu'il le transmette à l'importateur dans le pays de destination. L'autorité habilitée à délivrer le certificat d'origine remettra en même temps à l'exportateur, pour qu'il le conserve, le double du certificat d'origine, et conservera la formule de demande d'application du Système généralisé de préférences remplie et signée par l'exportateur.

B. Sanctions. Toute personne qui aura fourni, ou aidé à fournir des renseignements inexacts sur un point essentiel quant à l'origine de la marchandise ou quant à son expédition est passible de sanctions légales et son droit d'obtenir des préférences pour ses marchandises peut être suspendu.

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ECONOMIC COMMISSION FOR EUROPE

Committee on the Development of Trade

Working Party on Facilitation of International Trade Procedures

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

Trade and Development Board

Advisory Services on Trade Documentation

TRADE DOCUMENTATION INFORMATION

NEW ACTIVITIES OF THE ECONOMIC COMMISSION FOR EUROPE

(Note by the ECE Secretariat)

1. At its twentieth session, in November 1971, the Committee on the Development of Trade of the Economic Commission for Europe considered the question of the simplificatic of international trade procedures and the proposals for new institutional arrangements put forward in that connexion by the Executive Secretary and by the Group of Experts on the simplification and standardization of external trade documents.

2. The Committee noted that the standardization of external trade documents on the basis of the ECE lay-out key had made considerable progress and was constantly extending both inside and outside the region covered by the Economic Commission for Europe. It took the view, however, that the standardization of documents was only one aspect of the measures designed to facilitate international trade and that there was an urgent need to rationalize trade procedures and adapt them to the needs and possibilities created by the application of modern techniques in transport and communications, in particular automatic data processing and transmission techniques.

3. To attain this objective, the Committee took three decisions assigning new tasks to some of its subsidiary bodies:

(i) The Group of Experts on the Simplification and Standardization of External Trade Documents was transformed into a working party, and its name was changed to the "Working Party on Facilitation of International Trade Procedures"; its main functions are: to co-ordinate international trade facilitation activities; to follow up the development of procedures involved in international transactions and transport operations with a view to simplifying and harmonizing them; to disseminate information on the subject; to seek a common methodology for solving facilitation problems; to promote the standardization of external trade documents in accordance with the ECE lay-out key - including documents designed for use in computer and other automated systems; to

develop a standard international trade terminology and a uniform system of codes for use in systems for the transmission and processing of trade data; and to promote, in consultation with the International Telecommunication Union, appropriate electronic data transmission systems for use in international trade.

(ii) An information exchange system was set up under the auspices of the Working Party in which interested States and international organizations will participate. The main purpose of the system, which will take the form of the distribution of a quarterly information bulletin giving, by category, brief summaries of developments relating to international trade facilitation will be to co-ordinate efforts and to avoid wasteful duplication.*/

(iii) Finally, a Group of Experts on Automatic Data Processing and Coding has been set up under the auspices of the Working Party. The Group of Experts will meet at the beginning of 1972 to draw up its programme of work and to commence its studies. Its purpose is to facilitate the application of automated data processing and data transmission methods by co-ordinating work designed to establish a uniform system of codes and uniform presentation of trade information.

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*/ This system, which will come into operation in 1972, will be separate from the publication of the present report series. Whereas the latter provides complete reports, when the objectives have been attained, the new system will merely give brief abstracts of the procedures undertaken to attain certain objectives.

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ECONOMIC COMMISSION FOR EUROPE

Committee on the Development of Trade

Working Party on Facilitation of International Trade Procedures

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

Trade and Development Board

Advisory Services on Trade Documentation

TRADE DOCUMENTATION INFORMATION

NEW ECAFE SUB-COMMITTEE ON TOURISM AND FACILITATION OF INTERNATIONAL TRAFFIC

(Note by the ECAFE secretariat)

1. In view of the increasing importance of international travel, transport and trade, the Economic Commission for Asia and the Far East (ECAFE) at its twenty-seventh session decided to pursue a proposal to establish, under its Transport and Communications Committee, a sub-committee on tourism and facilitation of international traffic. By this decision, the work on facilitation of international traffic, hitherto carried out as an ad hoc project, can be pursued on a more permanent basis.

2. During its twentieth session, 10-17 January 1972, the ECAFE Transport and Communications Committee adopted terms of reference for the new sub-committee to be transmitted to the Commission at its twenty-eighth session for its consideration and approval.

3. The terms of reference contain general provisions that the Sub-committee shall consider all matters essentially concerning tourism and facilitation of international traffic which the Transport and Communications Committee will refer to it, which it thinks necessary to deal with, or which the governments may request.

4. Particular items specify tasks aiming at promotion of tourism, developing and strengthening infrastructural tourism facilities and institutions, and implementation of relevant recommendations concerning passports, visa and other travel control documents, health regulations and animal and plant quarantine relating to international travel.

5. As regards international traffic the terms of reference indicate that the Sub-committee should:

(a) assist and advise governments on their participation in all the existing and future relevant international agreements and conventions concerning facilitation of international traffic in all its aspects by all modes of transport and, on the establishment of the institutional machinery that may be needed for implementation;

(b) assist and advise in formulating, if necessary, regional or sub-regional agreements, arrangements and recommended practices for facilitation of international traffic;

(c) assist and advise in participating in any schemes which might be drawn up on a regional basis for insurance of vehicles and in the implementation of relevant legislation concerning third party risks and other liabilities;

(d) assist and advise in establishing appropriate national institutions for facilitation of international traffic by all modes of transport, individually and in inter-model consultation; and

(e) assist and advise in implementing recommendations which might be formulated for the simplification and standardization of documentation of transport and travel taking into account documentation for trade.

6. The Sub-committee is authorized to submit to governments recommendations of a technical nature, not affecting any other aspects covered by other subsidiary bodies of the Committee or the Commission, unless instructions to the contrary are given in particular cases. The Sub-committee will meet normally once in two years and will report to the Committee on its work, including proposals for future programme of work, recommendations for convening working parties and requests to the Executive Secretary to make studies of specific problems pertaining to tourism and facilitation of international traffic by all modes of transport.

7. The Committee endorsed the need for convening - at an appropriate time - a Working Party on Simplification and Standardization of Documentation.

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ECONOMIC COMMISSION FOR EUROPE

Committee on the Development of Trade

Working Party on Facilitation of International Trade Procedures

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

Trade and Development Board

Advisory Services on Trade Documentation

TRADE DOCUMENTATION INFORMATION

DEFINITIVE ICS STANDARD BILL OF LADING

(Note by the Inter-regional Adviser on Trade Documentation)

1. In document E/ECE/TRADE/WP.4/INF.3:TD/B/ASTD/INF.3 of 12 July 1971, information was given about the new recommendations issued by the International Chamber of Shipping (ICS) containing the revised ICS Standard Bill of Lading recommended to be adopted as from 1 January 1972.

2. Besides an account of background and development justifying the revision of the 1963 recommendations on standard format of Bills of Lading, the new recommendations include the following:

> "In the knowledge that the ECE layout key has been adopted by many countries not only those who are members of the Economic Commission for Europe and that the use of documents based on this layout is being continually extended, shipowners are recommended to adopt bills of lading based on the revised ICS Standard Bill of Lading from 1 January 1972.
>
> It is envisaged that, because of special national requirements minor variations may have to be adopted in some countries.
>
> Shipowners operating container services are also recommended, wherever possible, to take account of the information given in paragraph 3, which details the position of specialized container shipment information.
>
> When printing bills of lading the "ICS-stamp" shown in the bottom left-hand corner should be reproduced to make it clear to all concerned that the bill of lading is based on the latest ICS recommended layout."

3. The recommended position of specialized container information on bills of lading is set out as follows:

GE.72-1389

	Recommended position (for column numbers see Appendix)
(a) Container owner's marks and special numbers These details should be shown in addition to any information that is required concerning the marks and numbers of individual packages	Column 10
(b) Container size and type These two codes can be shown below the owner's mark and serial numbers. They should be laid out as recommended by the International Organization for Standardization (ISO), e.g. EACU 123456 1040	Column 10
(c) Seal No. This information can be shown below the container type and size details	Column 10
(d) Movement Code (e.g. Pier to Pier, House to House, Full Container Load, Less than Container Load) This information can be shown in the lower half of this column underneath the description of the goods	Column 11

4. The model form including printing specifications is appended. As regards the change-over from the earlier version and the 1971 provisional version of the Standard Bill of Lading it is felt that national masters and national aligned series should be revised at the earliest possible opportunity. Shipping Lines will be asked to maintain the provisional version until the various national aligned series have been revised.

BILL OF LADING

B/L No.

Reference No.

1. Shipper

2. Consignee

3. Notify address

INTERNATIONAL CHAMBER OF SHIPPING

STANDARD BILL OF LADING

1 Jan. 1972

Free disposal

4. Pre-carriage by* †

5. Place of receipt by pre-carrier* †

6. Vessel

7. Port of loading

8. Port of discharge

9. Place of delivery by on-carrier* †

10. Marks and Nos.

11. Number and kind of packages; description of goods

13. Gross weight

14. Measurement

All measurements including lines.

1 inch—25.4 mm.
1 cicero—12 points—European Typographical Measurement (Didot).
1 em—12 points—British-American Typographical Measurement.
1 point (cicero)—0.376 mm.
1 point (em)—0.351 mm.

	Inch		Millimeter		Didot typog. cicero & points	British-Ame. typographic. em & points
	each	accumulated from paper edge	each	accumulated from paper edge		
A	0.4		10		cic. pts.	em pts.
B	1	1.4	25.5	35.5	5 6	6
C	1	2.4	25.5	61	5 8	6
D	1	3.4	25.5	86.5	5 8	6
E	1/3	3.73	8.5	95	1 10	2
F	1/3	4.07	8	103	1 10	2
G	1/3	4.4	8.5	111.5	2	2
H	5 2/3	10.07	144	255.5	31 10	34
I	1/3	10.4	8.5	264	1 10	2
J	1 1/3	11.7	33	297		
K	0.8		20			
L	1.8	2.6	46	66	10 2	10 10
M	1.8	4.4	45.5	111.5	10 2	10 10
N	1.8	6.2	46	157.5	10 2	10 10
P	0.9	7.1	23	180.5	5	5 4
R	0.9	8	22.5	203	5 2	5 6
S	0.3	8.3	7	210		
T	2.7	3.5	69	89	15 2	16 2
U	1.8	5.3	45.5	134.5	10 2	10 10
V	2.7	8.0	68.5	203	15 4	16 4

Free disposal

Freight details, charges, etc. ††

SHIPPED on board in apparent good order ... ††

15. Freight payable at

16. Place and date of issue

17. Number of original Bs/L

18. Signature

ICS B/L 1 Jan. 72

* Applicable only when document used as a Through Bill of Lading

† When designing Bills of Lading for combined transport shipments it is suggested that the wording of box 4 and the words "by pre-carrier" and "by on-carrier" in boxes 5 and 9 respectively may be deleted

†† Suggested positions for these details within the free disposal area

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ECONOMIC COMMISSION FOR EUROPE

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TRADE DOCUMENTATION INFORMATION

FACILITATION ACTIVITIES OF THE IATA

1. The Trade Documents Guide (E/ECE/TRADE/86) includes in Section 7.1 an account of the purposes, origin, organization and activities of the International Air Transport Association (IATA). In addition to this general information on IATA, the following note, which has been received from the IATA Secretariat, gives more up-to-date information on IATA's facilitation activities.

IATA's Facilitation Activities - General

2. The IATA Facilitation Advisory Committee is composed of experts in the field of facilitation for international travel, trade, and transport by air. It meets about once every year to review IATA's overall facilitation activities and to determine IATA's facilitation policy which is set out in the IATA Facilitation Policy Manual. The IATA Facilitation Advisory Committee reports to the IATA Executive Committee through the Director General. Secretary of the IATA Facilitation Advisory Committee is Mr C.W.H. Vallance, Director, Facilitation, who is based in the Montreal office. The 17th meeting of the Facilitation Advisory Committee was held from 22 to 25 February in Beirut, Lebanon and was chaired by Mr S. Ball (Eastern Airlines), current Chairman of the Committee.

To coordinate facilitation work within his company each IATA member airline has a Facilitation Representative who is responsible for implementation of IATA's facilitation policy within his headquarters and field offices. Most Facilitation Representatives also have responsibility for a given country and liaise with their government on airline facilitation matters.

IATA's Trade Facilitation Activities

3. In order to deal with facilitation problems of air cargo, a Cargo Facilitation Sub-Committee was set up by the Facilitation Advisory Committee at its 15th meeting (Nairobi, November 1969). In three meetings this Sub-Committee has made an overall review of current air cargo facilitation problems and has produced a number of recommendations for promotion through the IATA Facilitation machinery and with inter-

national organizations. Secretary of the IATA Cargo Facilitation Sub-Committee is Mr R.W. Bonhoff, Assistant Director, Facilitation, who is based in the Geneva office of IATA. He has been named the IATA Correspondent for the ECE information exchange system on trade facilitation. Current chairman of the IATA Cargo Facilitation Sub-Committee is Mr T. McGaughey (The Flying Tiger Lines).

4. IATA maintains close relations and liaison with many international organizations, governmental and non-governmental, on facilitation matters generally and trade facilitation matters specifically. A recent example of IATA's involvement in international trade facilitation is a substantial financial contribution by IATA for the first stage of the development of a harmonized commodity description and coding system for international trade. IATA is represented on the Steering Group for the project by Mr E. Dreyfous (Air France), with Mr R. Moers (Lufthansa) as his alternate.

5. It should be noted that IATA now has two main offices; headquarters are in Montreal at 1155, Mansfield Street, the other main office is in Geneva (P O Box 315, CH-1215 Geneva 15 Airport).

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PROPOSALS FOR SIMPLIFIED CUSTOMS PROCEDURES IN SWEDEN

1. In March 1970 the Swedish Tariff Legislation Committee issued a report putting forward its general views on an improved customs procedure for import. The following is a brief account of the main features of the proposals.

Simplified customs formalities for import

2. The Committee's suggestions for a reform of customs procedure for import contains two principal features. Briefly, one of them is to the effect that specially registered firms may have the imported goods delivered to them without previous examination of the goods for customs purposes, and that such goods will be assessed for import duty on the basis of information subsequently supplied by the importer. This system is called "hemtagning" ("immediate disposal").

3. The aim of the "immediate disposal" system is to facilitate the flow of traffic in ports and other goods terminals. There will, however, still be a need to take charge of and store goods pending customs clearance. The other main feature of the reform of the procedure refers to the form of such storage ("customs clearance depots"). The Committee proposes that a system of private custody of goods, which is presently being applied experimentally, should be retained and developed; it should replace the traditional system whereby the Customs takes charge of arriving goods. It would, however, even in the new system be possible for the Customs to take charge of goods if necessary.

4. In the view of the Committee, the intended reliefs should not preclude the general right of the Customs to examine incoming uncleared goods while these are in storage or transport. However, it is assumed that this control will only in exceptional cases cause delays.

Procedure for "immediate disposal"

5. Any firm established in Sweden could be given permission to apply the "immediate disposal" system, provided that the firm fairly regularly imports goods from abroad, that it has personnel and other resources to fulfil its obligations for the purpose, and that its business is conducted in such a manner that in-

formation given for the assessment of duty can satisfactorily be verified by the Customs, by means of inspection visits and scrutiny of the firm's books. It should be possible to combine the right of "immediate disposal" with the right to have a credit warehouse. An importer registered for "immediate disposal" of imported goods should be referred to a particular customs-office for control. Goods from abroad are placed at the disposal of the importer upon presentation of a simple collection notification, which when required may be submitted by means of an authorized representative; the presentation of this document means that the importer becomes responsible for customs duty and other import charges on the notified goods. After the expiration of a 10-day period during which the collection notification has been submitted, the importer must within 10 days declare the goods for some form of customs clearance, for example payment of duty, storage in a credit warehouse, or re-export.

6. Dangerous goods should not be released for "immediate disposal" before the prescribed conditions for import have been observed.

7. Checking of the application of import regulations, other than those referring to dangerous goods, should not as a rule prevent the handing over of goods for collection by the importer.

8. Goods that have been collected by the importer may be disposed of at will unless special restrictive provisions are imposed. It should be the duty of the Customs, in consultation with the licensing authorities, to notify importers of any prohibitions regarding the import of goods, and to issue clear rules which are easy for the importers to apply.

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9. The proposals have been submitted for consideration to the business community, and to the authorities concerned and the comments received, generally speaking, have been favourable. No decision has yet been taken by the Swedish Government and it is therefore not possible to state in what final form and at what time the proposals could take effect. However, the Customs Administration is carrying out preparatory work aiming at an implementation by 1 January 1974.

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ALIGNMENT OF PHYTOSANITARY CERTIFICATES TO THE ECE LAYOUT KEY

(Note by the Inter-regional Adviser on Trade Documentation)

1. Article V of the International Plant Protection Convention (Rome, 1951) stipulates that each contracting Government shall make arrangements for the issue of phytosanitary certificates to accord with the plant protection regulations of other contracting Governments, and in conformity with certain provisions specified in the Article. According to one of these provisions, each certificate covering material intended for planting or propagation shall be as worded in the Annex to the Convention and shall include such additional declarations as may be required by the importing country. Moreover, contracting Governments undertake not to require such consignments of plants to be accompanied by phytosanitary certificates inconsistent with the model set out in the Annex.

2. Some Governments participating in the international work on simplification and standardization of external trade documents have drawn the attention to the fact that no model phytosanitary certificate aligned to the ECE layout key has yet been introduced. Following an initiative by the Government of the USSR, and in consultation with the Plant Production and Protection Division of the Food and Agriculture Organization (FAO), depository of the International Plant Protection Convention, the appended ECE-aligned model form therefore has been prepared.

3. The ECE-based model is not inconsistent with the Annex and there is therefore no need for a formal amendment of the Convention to allow its use, as the Annex to the Convention establishes the relevant wording rather than the exact layout of the certificate form. It was recommended, however, at the Sixteenth Session of the FAO Conference, Rome, during November 1971, that the provisions of the International Plant Protection Convention dealing with the model phytosanitary certificate be re-examined and that an ad hoc consultation be organized as soon as possible during 1972-73 to deal with this.

4. Meanwhile, the respective national Plant Protection Services should be able to accept the ECE-aligned form forthwith; this would offer an excellent opportunity to test these forms and to familiarize services and users with them. It is advisable, during an initial period, to inform recipient countries of the changeover to the new certificate form.

GE.72-7455

5. In discussing the alignment of the phytosanitary certificate with the Plant Protection Services of some countries, the question has been asked in what way these Services could benefit from the introduction of an ECE-aligned form. In this connexion it should be noted that normally an application for inspection has to be submitted before the actual inspection takes place, and that the phytosanitary certificate is issued by the service concerned following the inspection. The Plant Protection Services consulted agreed that a standard application form could usefully be drafted to align with the ECE-aligned form. It would then be possible for the exporter to fill in an application form and the ECE-aligned form with all the consignment details before handing it in. This would considerably reduce the work for the Plant Protection Services as they - whenever this procedure is applied - would only have to complete the certificate part of the form. For the exporter this would mean only to run off one application form and the requisite number of certificate forms from the master, together with all other forms relating to the shipment. A model for an application form which could be used in this manner is appended.

Name and address of exporter	APPLICATION FOR PHYTOSANITARY CERTIFICATE
Name and address of consignee	
	Origin*
Means of conveyance From	Botanical name*
Point of entry	Intended use

Distinguishing marks; No and description of packages; quantity and name of produce	Gross weight	Measurement

Kindly inspect the products described above and issue a Phytosanitary Certificate in Accordance with Article V of the International Plant Protection Convention, 1951

Date, exporter's signature

For use of the Plant Protection Service

* if required by importing country

Name and address of exporter	PHYTOSANITARY CERTIFICATE No ..... appearing below is issued in accordance with Article V of the International Plant Protection Convention, 1951, and is not inconsistent with the model set out in the Annex to the Convention. The consignment description is supplied by the exporter and the certifying official disclaims all responsibility for the accuracy of this information.
Name and address of consignee	
	Origin*
Means of conveyance From	Botanical name*
Point of entry	Intended use

Distinguishing marks; No and description of packages; quantity and name of produce	Gross weight	Measurement

PHYTOSANITARY CERTIFICATE No.....

Additional declaration

Plant Protection Service of .....

This is to certify that the plants, parts of plants or plant products described above or representative samples of them were thoroughly examined by an authorized officer of the ....(service) and were found to the best of his knowledge to be substantially free from injurious diseases and pests, and that the consignment is believed to conform with the current phytosanitary regulations of the importing country both as stated in the additional declaration hereon and otherwise.

TREATMENT:

Fumigation or disinfection treatment*	Treatment date	Date of issue
Chemicals and concentration	Duration of exposure	Stamp of the Service
Name of examining officer	Examination date	..... Signature and rank of certifying officer

* If required by importing country

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NOTES ON SOME NATIONAL COMMITTEES DEALING WITH THE FACILITATION OF INTERNATIONAL TRADE PROCEDURES

(Note by the UNCTAD and ECE Secretariats)

I. NETHERLANDS: NETHERLANDS COMMITTEE FOR THE SIMPLIFICATION OF INTERNATIONAL TRADE PROCEDURES (SITPRONETH)

The SITPRONETH was set up in March 1972 by the Nederlands Normalisatie-Instituut NNI (Netherlands Standardization Institute) in collaboration with several trade and transport organizations.

The name SITPRONETH was borrowed from the United Kingdom Committee SITPRO, in order to improve mutual understanding among similar organizations in other countries.

SITPRONETH is organized with one co-ordination committee and the following working groups:

WG 1 ECE layout key
WG 2 Insurance
WG 3 Banking
WG 4 Transport and Ports
WG 5 Public authorities
WG 6 Coding

The number of working groups can be increased or reduced according to the needs.

The originators of SITPRONETH are:

- Central Bureau of Rhine - and Inlandnavigation
- Central Chamber of Trade Promotion
- Directorate-General of Shipping (Ministry of Transport)
- General National Association of transport users and transporters for own account
- Netherlands Export Federation
- Federation of Netherlands forwarding agents
- Netherlands National Committee, International Cargo Handling Co-ordination Association (ICHCA)
- National Dutch Committee for the International Chamber of Commerce

- Chamber of Commerce of Amsterdam
- Chamber of Commerce of Rotterdam
- Association of Netherlands Chambers of Commerce
- The Dutch Road haulage Association
- Roman Catholic Road haulage Association
- Protestant Road haulage Association
- Royal Dutch Airlines
- Netherlands Bankers Association
- The Netherlands Management Association
- Netherlands Rail
- Netherlands Standardization Institute
- Shipping Federation of Amsterdam
- Shipping Federation of Rotterdam
- Editors of National Road Bill
- Association of Rotterdam Shipowners Agents
- Association of Rotterdam Stevedores
- Association of Transport Insurance Companies PTT
- International Container Bureau
- Royal Dutch Shipowners Association

The tasks and mandate of SITPRONETH are:

1. To uniform and to standardize trade, transport and governmental documents in the full sense of the word, based on internationally accepted standards (ECE layout key).

2. Limitation of the number of these documents by:

(a) promoting abolition;
(b) combining purposes which can be reached by use of fewer documents;

3. To uniform, to standardize and to simplify trade procedures, as well as those between trading partners as those in relation to the governments.

4. To promote those systems and possibilities in documents and those procedures which enable the application of information processing and means of communication.

5. As special part of point 4, promoting coding systems which have to join already accepted international systems with the final object to have one standardized code left.

In order to realize an international uniformity and standardization as complete as possible, SITPRONETH has to keep in touch and maintain collaboration (apart from the mutual collaboration among the interested organizations) with:

- similar institutions in other countries;
- private international organizations, which partially have the same aim;
- official supranational and intergovernmental organizations.

The originators of SITPRONETH are of the opinion that an inventory of all existing documents, procedures, conditions etc. shall be an essential starting-point for the task. Therefore the collaboration of all members is required.

II. CANADA: CANADA ORGANIZATION FOR THE SIMPLIFICATION OF TRADE PROCEDURES (COSTPRO)

The Canadian Organization for the Simplification of Trade Procedures was created in response to the need for a national organization which would facilitate Canada's trade by the introduction of improved methods of information exchange relating to the movement of goods, and by the simplification of outmoded procedures.

Since February 1972 COSTPRO has taken as its terms of reference:

1. the reduction, simplification, and international harmonization of all documents used in Canada's foreign trade;

2. the assurance that the information flow relating to the distribution of goods facilitates and does not impede Canada's industrial development or growth in external trade;

3. the profitable use of all modern techniques and technology and in particular automatic data processing and the further use of computers;

4. the improvement of trade procedures and the elimination of national and international requirements which cause delay or are uneconomic in international transactions.

Because the private sector and government have joint and separate interests, it was decided that there should be consultation and co-operation between them. COSTPRO is therefore comprised of representatives from industry and government who join together to develop and implement COSTPRO's work programme. In the short term, COSTPRO is working towards the introduction of a document alignment system based on the ECE layout key. In the longer term COSTPRO's work programme should be geared to that of the international community.

At present COSTPRO is comprised of several government departments and industry associations. The latter represent exporters, importers, forwarders, carriers and bankers. The Organization is jointly financed by all of these interests.

COSTPRO provides a vehicle for the co-ordination of Canadian views in dealing with similar bodies in other countries, and to this end COSTPRO is establishing relationsswith such organizations as a means of further enhancing the international facilitation effort.

COSTPRO's headquarters are located at 9th floor, 2085 Union Street, Montreal 111, P.Q., Canada.

III. HONG KONG: HONG KONG SIMPLER TRADE DOCUMENTS WORKING PARTY

1. The Hong Kong Simpler Trade Documents Working Party was established in 1967 to examine the possibilities of simplifying Hong Kong export documents. Membership comprised representatives from the principal organizational and sectoral business and industrial interests in Hong Kong concerned with the preparation and processing of trade documents and from several government departments with an interest in this field.

2. Over the five years of its existence, the Working Party has done much to promote the widest use of standardized and simplified trade documents in Hong Kong. It has been able to secure co-operation and support from many organizations in aligning their trade documents with the standard size (International A4) and layout necessary for multiple preparation and international usage. For this purpose, the Working Party has designed a master document accommodating the requirements of the majority of consignments shipped from Hong Kong. This can be used under the "one-run system" for the production of a series of aligned forms from the master document.

3. The intensive work done by the Working Party culminated in the issue of two reports in August, 1969 and January, 1972 entitled "Simpler Export Documents" and "Simpler Export Documents, A Current Reappraisal". Copies of the Reports may be obtained from the Secretary of the Working Party, to whom all correspondence should be addressed as follows:-

The Secretary,
Hong Kong Simpler Trade Documents Working Party,
c/o Commerce and Industry Department,
Fire Brigade Building,
Hong Kong.

IV. JAPAN: JAPAN COMMITTEE FOR STANDARDIZATION OF EXTERNAL TRADE DOCUMENTATION (JCSETD)

The background for the establishment of the JCSETD was the realization that long established practices of processing various international trade documents had proved obsolete and inefficient as well as inconvenient to meet with the new situation resulting from the rapid expansion of international trade and modernized methods of transportation and communication. The continued adherence to such practices would even incur the danger of becoming obstacles to international trade. It was also estimated that the ECE Layout Key and "one-run method" recommended by the ECE would provide a realistic and rational solution to this problem, as many countries had already adopted this system of trade documentation.

The JCSETD was established as the sole organization to work out the original draft of standardized documents for foreign trade. The Committee was formally established on February 25, 1971, with the strong support of Japanese Government. It is composed of the following 15 member organizations which represent their own business, such as shippers, shipowners, underwriters, bankers forwarding and warehousing firms:

Japan Foreign Trade Council, Inc.
The Japanese Shipowners' Association
The Japan Chamber of Commerce & Industry
Council of All Japan Exporters Association
The Marine & Fire Insurance Association of Japan
Federation of Bankers' Associations of Japan
Japan Freight Forwarders Federation
Japan Warehouses Association
Japan Customs Brokers Association
Japan Marine Surveyors & Sworn Measurers Association
New Japan Surveyors & Sworn Measurers Association
The Japan Cargo Tally Corporation
All Nippon Checkers Corporation
The Japan Container Association
Japanese National Committee of the ICC

The Ministry of International Trade and Industry, the Ministry of Finance and the Ministry of Transport are represented by observers to the Committee. Within the Committee, there is subdivision between:

the Executive Committee: Composed of the representatives from various organizations and entitled to make final decisions.

and

the Technical Committee: Composed of the chiefs and experts from various organizations and divided into five Sub-Committees: (1) Exporters, (2) Carriers, (3) Forwarders and Customs Brokers, (4) Underwriters, (5) Bankers.

The special expert group has been formed in order to draft a new modal format for each document to be used for international trade including export declaration in line with the ECE layout key and following the "one-run method". The results of this study are expected to be published in a form of provisional recommendation to be submitted for the comments by the circles concerned.

The Secretariat will collect data and information concerning the standardizing operation of various foreign trade documents from both domestic and foreign sources for the reference of the working groups. The Committee is making efforts to have the circles concerned with foreign trade understand the significance and necessity of its duty by means of pamphlets etc.

Address of Secretariat Office: c/o Japan Foreign Trade Council, Inc.
World Trade Centre Building (6th floor),
5 Sanchome, Hamamatsu-chi, Shiba,
Minato-ku, Tokyo, Japan.

V. OTHER NATIONAL ORGANIZATIONS, ALREADY MENTIONED IN DOCUMENTS OF THE ECONOMIC COMMISSION FOR EUROPE

Document TRADE/IRTP/2 of 23 July 1971 and Add.1-3 briefly describes the national organizations set up in the United Kingdom, Belgium, Sweden and the United States. The primary purpose of the following paragraphs is therefore to draw attention to the existence of these organizations.

UNITED KINGDOM: SITPRO (The Board for the Simplification of International Trade Procedures)

SITPRO was established by the Department of Trade and Industry of the United Kingdom Government in July 1970. It has fifteen members, drawn from the private and public sectors of industry, transport undertakings and Government departments, and it works in liaison with bodies such as the Association of British Chambers of Commerce, the British Shippers Council, the United Kingdom Chamber of Shipping, and the Economic Development Committee for the Movement of Exports.

BELGIUM: SIPROCOM (Comité pour la simplification des procédures du commerce international)

SIPROCOM comprises participants from the public sector (ministries, the Banque Nationale de Belgique, the Institut Belge de Normalisation, etc.) and from the private sector.

Four working groups have been set up to study questions relating to transport, trade and financial procedures, administrative procedures, and codes and computers.

SWEDEN: SWEDISH COMMITTEE ON TRADE DOCUMENTS

The Swedish Committee on Trade D cuments was founded in 1956. Its purpose is to ensure co-operation between the publ c and private int rests represented on it, with a view to the simplification and co-ordination of documents, primarily those required in external trade.

UNITED STATES OF AMERICA: THE NATIONAL COMMITTEE ON INTERNATIONAL TRADE DOCUMENTATION (NCITD)

The National Committee on Trade Documentation was established in 1967 to act as a co-ordinating body and to centralize information on problems of international trade documentation.

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INCO CONSTITUTION OF A FACILITATION COMMITTEE

(Note by the Inter-regional Adviser on Trade Documentation)

1. The Council of the Inter-Governmental Maritime Consultative Organization (IMCO) at its 20th Session adopted a Resolution (No 54) whereby the previous Ad Hoc Working Group on Facilitation was reconstituted as an IMCO Facilitation Committee. The Resolution is worded as follows:

THE COUNCIL,

NOTING with satisfaction the accomplishments of the Ad Hoc Working Group on Facilitation since its inception,

OBSERVING the comprehensive facilitation programmes carried on by other international organizations and the continuing importance such organizations attach to facilitation,

TAKING COGNIZANCE of the desires of Member Governments to broaden the facilitation activities of the Organization and place them on a permanent basis, while continuing the present role of the Working Group as set forth in Resolution A.78 (IV) of the Assembly,

CONSIDERING that this objective should be attained by constituting a committee of the Council without impairing the specific powers and duties of Contracting Governments as conferred on them by the Convention on Facilitation of International Maritime Traffic,

DECIDES

(1) under Rule 22 of its Rules of Procedure, to constitute a Facilitation Committee, to serve as a subsidiary body of the Council and also to assume the functions of the Ad Hoc Working Group on Facilitation as a consultative and advisory body to the Secretary-General;

(2) to authorize the Committee to consider all matters concerning facilitation of international maritime travel and

transport

(a) arising from the functions defined in Resolution A.78(IV);

(b) which the Council may refer to it;

(c) which governments may propose;

(3) to authorize the Committee to carry on its activities in accordance with the following terms of reference:

(a) to carry out all the functions defined in Resolution A.78(IV);

(b) to consider other appropriate measures to facilitate international maritime travel and transport by promoting simplification, reduction to a minimum and harmonization of the formalities, documentary requirements and procedures on the arrival, stay and departure of ships engaged in international voyages;

(c) to recommend formulation, adoption and implementation of appropriate measures of facilitation to expedite international maritime traffic and to prevent unnecessary delays;

(d) to collaborate with other interested organizations or bodies, so as to avoid duplication of efforts and to assure that practical work on specific tasks is undertaken in the most appropriate forum;

(4) that membership of the Committee shall be open to:

(a) Governments of all States, Members of IMCO, and

(b) Governments of all States Parties to the Convention on Facilitation of International Maritime Traffic which are not also Members of IMCO,

provided, however, that except in respect of questions relating to proposed amendments to the Convention on Facilitation of International Maritime Traffic and its Annex, the right to vote in the Committee shall be reserved to the representatives of Governments Members of IMCO.

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ECONOMIC COMMISSION FOR EUROPE

Committee on the Development of Trade

Working Party on Facilitation of International Trade Procedures

UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT

Trade and Development Board

Advisory Services on Trade Documentation

TRADE DOCUMENTATION INFORMATION

NEW CUSTOMS CLEARANCE PROCEDURE IN DENMARK

(Note by the Interregional Adviser on Trade Documentation)

1. As the result of a new Customs Act, new Customs procedures have been applied in Denmark since 1 April 1971.

2. In 1967 the Danish Government entrusted a Customs Commission with the task of studying the Customs regulations and suggesting necessary and desirable measures for modernising working methods in the Customs field and facilitating trade procedures at importation and exportation, without impairing the effect of import duties.

3. The Commission completed its report in March, 1970. The report included a draft Customs Act which was approved by the Danish Parliament in December 1970.

I - Main Principles

4. Customs clearance for home use in Denmark, is based on the principle that it is the duty of the declarant to state the nature of the goods, their tariff heading, their value for Customs purposes and their quantity, and to produce all relevant documents (invoices, licences, etc.). After scrutiny by the Customs office the amount of import duties and taxes due is debited to the importer's account by the means of automatic calculating machines.

5. The new Customs Act reflects the following fundamental changes:

a) All Customs warehouses and private bonded warehouses and stores have been closed down. The only exception is one private bonded warehouse in the port of Aarhus, the main city of Jutland and Copenhagen Free Port, which latter is treated as being outside the Danish Customs Area. Furthermore, the Act does not apply to the Faroe Islands and Greenland.

b) At importation all uncleared merchandise may be stored at any place within the Danish Customs Area, as may be desired by the importer, provided that such merchandise has been properly registered with the Customs.

c) Within seven days after registration the importer must forward his application for clearance together with the invoices and other relevant documents. On this basis the District Customs Office calculates the Customs and Excise duties, and when deemed necessary, spot-checks the goods at the importer's warehouse. The importer is notified in writing of the assessment and is then allowed to dispose of the goods.

d) Introduction of a general credit arrangement covering the duties and taxes chargeable at importation on all merchandise commercially imported.

e) Use of ADP for registration of importers (firms), writing out card files and forms, collecting duties and taxes, accounting, statistics etc.

II - Import Procedures

6. In January 1971 all regular commercial importers were requested by the Customs Authorities to register themselves on a special form and to advise whether they wished to take advantage of the credit facilities offered through the new Customs Act. Such importers then received a Certificate of Registry from the Customs Authorities. The certificate contained a registration number which must be quoted on all applications for clearance.

(a) Registration of Goods

7. Immediately upon arrival in the Danish Customs Area all goods must be registered with the Customs at registration places, approved by the Customs Authorities. For all air cargo imported through Copenhagen, the Copenhagen Air Cargo Centre is the place of registration.

8. The registration procedure is based on a Goods declaration presented by an "ekspeditør" - a term used by the Customs to describe the person or party approved by Customs and responsible for the registration (e.g. a forwarding agent, ship broker, airline handling agent or postal or railway authorities).

9. The goods declaration for registration purposes consists of four copies of different colours. The form is divided into five sections, thus allowing the declaration of five shipments. The following particulars must be furnished:

- name and address of importer
- identification of temporary store
- means of transport and date of arrival
- number of packages

- description of goods
- weight.

10. The Customs confirm registration by returning the red and green copies, duly stamped with the registration number and the date.

11. The green copy is filed by the "ekspeditør", while the red copy is split into five sections, each slip representing one consignment. These red slips, called "Advice" slips, must be forwarded to the importers, who attach them to the subsequent application for clearance.

12. At Copenhagen Airport the red slips are attached to the Air Waybills covering shipments for which delivery instructions are on hand. In all other cases they will be attached to the Arrival Notification forwarded to the consignee.

13. The goods are now released for transfer to the temporary storage place indicated by the importer.

14. To alleviate the disadvantage of not having the previous possibility in general of warehousing goods intended for later re-exportation the new Customs Act provides, that such goods are allowed temporary duty-free importation on the condition, that they are re-exported in the same state within 2 months and are not owned by persons residing inside the Customs area.

(b) Customs Clearance

15. Within seven days after registration the importer or his broker must forward an Application for clearance to the Customs office in the district where the goods are stored.

16. The Application for clearance form - a set of 5 sheets of different colours which to some extent is aligned to the ECE layout key - is designed to meet the requirement placed upon the declarant by the principle of "compulsory complete declaration for duty". It is adapted for the debiting of registered importers accounts and for the collection and payment control to be carried out by automatic data processing.

17. If an importer has stated that the goods will be stored in a Danish province, the District Customs Office which has registered them will forward the corresponding blue slip of the Goods Declaration to the appropriate District Customs Office.

18. Applications for clearance will normally be handled on a 24 hour basis, i.e. clearance documents received before 10 a.m. (by the morning mail) will be handled during the day, and the importers will know at the latest by

10 a.m. on the following day whether their applications have been accepted. When deemed necessary - normally only when there is some doubt regarding the particulars appearing in the clearance documents - the District Customs Office will send Customs officers to the importer's warehouse for physical examination of the goods.

19. To cover the special needs of air cargo, the Copenhagen Airport District Customs Office provides immediate clearance facilities on a 24 hour basis. However, overtime charges are payable outside normal working hours.

(c) Payment of Customs and Excise Duties

20. Importers who have opted for the credit arrangement offered by the Customs Authorities enjoy the following privileges:

- Customs duties:

  Quarterly settlement of accounts 1 month and 20 days after the end of the quarter.

- Tax on certain commodities and value added tax:

  Monthly settlement before the end of the following month.

21. When acknowledging applications for clearance the Customs provide the importer with a detailed statement of the duties and taxes debited to his account.

22. Similarly, the importer will be credited with repayments and refunds of duties and taxes by the Customs. In this way, an importer who re-sells or re-exports goods within the settlement periods will not have to tie up capital in respect of duties and taxes.

23. Other importers are required to pay the Customs duties and the excise taxes not later than five days after clearance.

24. Customs and excise duties on goods imported for private use, in the custody of the Post Office or the Railways, or imported commercially by residents outside the Danish Customs Area, must be paid at the time of clearance or delivery.

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ALIGNMENT OF IATA "SHIPPER'S LETTER OF INSTRUCTION" TO THE ECE LAYOUT KEY

(Note by the Interregional Adviser on Trade Documentation)

1. The International Air Transport Association (IATA) has adopted a Recommended Practice No. 1650 on Shipper's Letter of Instruction, worded as follows :

"WHEREAS the ECE key layout for forms has been adopted by many countries as the basic design for export documents and in order to enable shippers to utilize the advantages of an aligned series of forms, it is

RECOMMENDED that,

(1) Wherever practicable, Members shall adopt a Shipper's Letter of Instruction aligned with the ECE layout key, the format and wording of which are shown in ATTACHMENT 'A' hereto.

(2) Special care should be taken to ensure proper marginal alignment. The left-hand top corner of the 'Shipper' box should be 10 mm. (3/8") from the top paper margin and 20 mm. (6/8") from the left paper margin."

2. Another Recommended Practice No. 1600 recommends that, wherever feasible for cargo transportation documents, the appropriate International Standardization Organization (ISO) sizes be used as indicated for each of the various documents concerned. Of interest in connexion with the international work on document alignment are the Manual Air Waybill/Consignment Note, the Shipper's Letter of Instruction and the Cargo Manifest, for all of which the ISO size A.4 (210 x 290 mm) has been specified.

3. The format referred to as Attachment "A" in paragraph 1, drawn on paper of ISO size A.4 and adjusted accordingly, with margins as specified in the Recommended Practice No. 1650 and other measurements as shown in the Attachment, is reproduced as Annex.

GE.72-24258

10 mm

SHIPPER'S LETTER OF INSTRUCTIONS FOR ISSUING AIR WAYBILL (AIR CONSIGNMENT NOTE)

20 mm

SHIPPER

25 mm

CONSIGNEE

25 mm

25 mm

company heading

You are hereby requested and authorized upon receipt of the consignment described herein to prepare and sign the Air Waybill and other necessary documents on our behalf and despatch the consignment in accordance with your Conditions of Contract.

8.5 mm

Airport of Departure	Airport of Destination

8.5 mm

REQUESTED ROUTING

8.5 mm

REQUESTING BOOKING

MARKS AND NUMBERS	NO. & KIND OF PKGS	DESCRIPTION OF GOODS	GROSS WEIGHT	MEASUREMENT

AIR FREIGHT CHARGES (Mark one to apply)	☐ PREPAID ☐ COLLECT (If Service Available)	OTHER CHARGES At Origin (Mark one to apply)	☐ PREPAID ☐ COLLECT (If service Available)	INSURANCE - AMOUNT REQUESTED
DECLARED VALUE				SHIPPER'S C.O.D.
For Carriage		For Customs		
HANDLING INFORMATION AND REMARKS				DATE SIGNATURE

1972-10-13